

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 1-1

6 June 2001

**Effective date: 6 July 2001**  
**Administration**  
**END-OF-TOUR REPORTS**

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FOR THE COMMANDER:

OFFICIAL:

MAURICE BUCHANAN  
Colonel, USA  
Deputy Commander/Chief of Staff

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DISTRIBUTION:  
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**Summary.** This regulation establishes the requirement for United States Military Entrance Processing Command (USMEPCOM) sector and military entrance processing station (MEPS) commanders to submit an end-of-tour report before departing their command positions. This regulation also provides the procedures to prepare and submit end-of-tour reports.

**Applicability.** This regulation applies to sector and MEPS commanders.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MCEA, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Interim message changes (IMCs).** IMCs to this regulation are not official unless disseminated via the Command Message System by the Command Executive Officer, HQ USMEPCOM.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM, ATTN: MCEA. Users will send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) or by memorandum to HQ USMEPCOM, ATTN: MCEA, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Management control process.** This regulation is not subject to the requirements of Army Regulation (AR) 11-2 (Management Controls).

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\*This regulation supersedes USMEPCOM Reg 1-1, 28 March 1994.

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### **1. Purpose**

This regulation establishes policy and procedures for end-of-tour reports in the United States Military Entrance Processing Command (USMEPCOM). The overall management of the Command will benefit from the experience of the principal managers. End-of-tour reports provide consistent and assured methods of recording commanders experiences.

### **2. Responsibilities**

a. Sector commanders will—

(1) Provide end-of-tour reports to the Commander, USMEPCOM, ATTN: MCEA, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

(2) Review their military entrance processing station (MEPS) commanders' end-of-tour reports and forward the reports to the Commander, USMEPCOM. Sector commanders may provide comments, at their discretion, regarding the MEPS commander report.

b. MEPS commanders will provide end-of-tour reports through their sector commander to the Commander, USMEPCOM.

### **3. Procedures**

a. Commanders will submit an end-of-tour report no later than 30 days before departing their command positions.

b. End-of-tour reports will be in memorandum format. The report should include a discussion of significant problems encountered, lessons learned, and weaknesses in internal controls. Commanders should consider general operations, administrative processing, medical processing, aptitude testing, automatic data processing, command personnel, and relationships with higher headquarters and coordinating agencies in their reports. Commanders also should include their major accomplishments during their USMEPCOM command tours.

c. Reports are logged and processed as routine official correspondence. The Commander, USMEPCOM; Chief of Staff, USMEPCOM; and the Senior Enlisted Advisor, USMEPCOM, will read end-of-tour reports.